



ARIZONA DEPARTMENT OF EDUCATION  
Tom Horne, Superintendent of Public Instruction

## **LOCAL DIRECTORS MEETING**

**Prescott Resort  
January 27, 2005**

**Welcome**

**Karlene Darby**

**ADE Announcements, New Staff and  
Recognitions**

**Karlene Darby**

**ACOVA Update**

**Tony Maldonado**

**ACTE Update**

**Pam Ferguson**

**Industrial Manufacturing Program  
Update**

**Tom O'Dell**

**CTE Delivery System**

**CTE Advisory Committee**

**State Scholars Program**

**Rep From Selected District**

**Annual Program Evaluations**

**Local Directors Panel**

### **BREAK**

**Accountability Systems Team Breakout Session**

**30 Minute Rotation (Choose 3 of 4)**

**Rotation Schedule:**

**1<sup>st</sup> 10:00am to 10:25am**

**2<sup>nd</sup> 10:30am to 10:55am**

**3<sup>rd</sup> 11:00am to 11:25am**

**Industrial Manufacturing Program  
Update**

**Tom O'Dell**

**CTE Delivery System**

**CTE Advisory Committee**

**State Scholars Program**

**Rep From Selected District**

**Annual Program Evaluations**

**Local Directors Panel**



Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction



## **Arizona Career and Technical Education Strategic Goals**

### ***Goal 1 Develop and implement vision and mission for Career and Technical Education***

**Objective 1.1** Beginning school year 2004-2005, use vision and mission consistently in all communications

**Objective 1.2** Beginning school year 2004-2005 disseminate the first component of the marketing and communication plan

**Objective 1.3** Beginning school year 2004-2005, disseminate widely to all stakeholder groups

Approved by the CTE Advisory Committee  
to the State Board of Education  
October 15, 2003

### ***Goal 2 Implement a new delivery system for Career and Technical Education reflecting commitment to rigor and relevance***

**Objective 2.1** By school year 2007-2008, implement a comprehensive career development system that includes career awareness in grades K-6, career exploration in grades 7-9 and career preparation in grade 10-12, leading to successful career management.

**Objective 2.2** By school year 2007-2008, develop a Career and Technical Education delivery system that allows flexibility 1) to offer multiple exit points when each exit point leads to workplace skill standards or a job; 2) for districts to determine how to sequence courses that deliver the industry validated state program competencies; and 3) to create Career and Technical Education classes that are eligible for weighted credit e.g. advanced placement course weight.

**Objective 2.3** By school year 2007-2008, create quality options to initiate a Career and Technical Education delivery system requiring significant rigor and relevance as measured by CTE concentrators passing state identified technical assessments or alternative until such time as technical assessments are available in a single program area.

Approved by the CTE Advisory Committee  
to the State Board of Education  
January 14, 2005

### ***Goal 3 Institute a system of technical assessments for Career and Technical Education***

**Objective 3.1** By school year 2007-2008, provide flexibility in choosing assessment options for all Career and Technical Education programs by endorsing state industry-validated written and/or performance assessments.

**Objective 3.2** Annually, seek financial support for implementation of technical assessments.

**Objective 3.3** By school year 2007-2008, provide pre-service and in-service training to Career and Technical Education teachers and administrators to implement technical assessments.

Approved by the CTE Advisory Committee  
to the State Board of Education  
July 19, 2004





Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

## Arizona Career and Technical Education (CTE) Delivery System

*Vision: Ensure a dynamic workforce by fully developing every student's career and academic potential.*

*Mission: Prepare Arizona students for workforce success and continuous learning.*

### Career Management

Students will manage their careers for workforce success by:

- › Transitioning to higher education
- › Utilizing labor market information for career selection
- › Obtaining postsecondary occupational certificates and degrees
- › Completing on-the-job-training
- › Updating technical skills

### Career Preparation Grades 10 through 12\*

Students will have an opportunity to prepare for careers by:

- › Enrolling in CTE programs reflecting current labor market projections in Arizona
- › Achieving academic standards including reading, writing, math and science embedded in CTE programs
- › Attaining industry-validated competencies
- › Completing technical assessment options identified for CTE programs
- › Enrolling in CTE programs with curricular flow articulation to postsecondary

\* Some 9<sup>th</sup> grade Career Exploration may include Career Preparation when the curriculum is designed to be delivered in grades 9 through 12.

### Career Exploration Grades 7 through 9

Students will explore careers and attain academic and technical skills in the following foundational areas\*\*:

- › Academic foundations\*
- › Communications
- › Problem solving and critical thinking
- › Information technology
- › Organizational systems
- › Safety, health and environment
- › Leadership and teamwork
- › Ethics and legal responsibilities
- › Employability and career development
- › Technical foundations

\*\* Career Clusters on the web at <http://www.careerclusters.org/16clusters.htm>

### Career Awareness Kindergarten through Grade 6

Students will demonstrate proficiency at appropriate levels in the Arizona Workplace Standards\*\*\*:

- › Communication skills
- › Computation skills and data analysis techniques
- › Critical and creative thinking skills
- › Teamwork skills
- › Marketable skills development
- › Social, organizational and technological systems
- › Technological literacy
- › Personal and professional resource management

\*\*\*Arizona Workplace Standards on the web at <http://www.ade.az.gov/standards/workplace/default.asp>





Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

## Classification of Instructional Programs: C.I.P.

The purpose of the Classification of Instructional Programs (CIP) is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. The CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990 and 2000. The CIP is the accepted federal government statistical standard on instructional program classifications.

**15. ENGINEERING TECHNOLOGIES/TECHNICIANS.** Instructional programs that prepare individuals to apply basic engineering principles and technical skills in support of engineering and related projects.

**15.06 Industrial Production Technologies/Technicians.** Instructional content for this group of programs is defined in codes 15.0607- 15.0699.

**15.0603 Industrial/Manufacturing Technology/Technician.** (Deleted, Report under code 15.0612 or 15.0613)

**15.0607 Plastics Engineering Technology/Technician.** A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using industrial polymers. Includes instruction in the principles of macromolecular chemistry, polymerization and plastic manufacturing processes and equipment, design and operational testing procedures, equipment maintenance and repair procedures, safety procedures, applications to specific products, and report preparation.

**15.0611 Metallurgical Technology/Technician.** A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and metallurgists engaged in developing and using industrial metals and manufacturing processes. Includes instruction in principles of metallurgy, related manufacturing systems, laboratory techniques, testing and inspection procedures, instrument calibration, system and equipment maintenance and repair, applications to specific processes, and report preparation.

**15.0612 Industrial Technology/Technician. (NEW)** A program that prepares individuals to apply basic engineering principles and technical skills in support of industrial engineers and managers. Includes instruction in optimization theory, human factors, organizational behavior, industrial processes, industrial planning procedures, computer applications, and report and presentation preparation.

**15.0613 Manufacturing Technology/Technician. (NEW)** A program that prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. Includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

### Crosswalk with Other Classification Systems:

#### 2000 Census Classification

155 Engineering Technicians, Except Drafters

#### Bureau of Labor Statistics - Occupational Employment Statistics Classification

17-3026 Industrial Engineering Technicians

17-3029 Engineering Technicians, Except Drafters, All Other

#### OMB/SOC Classification

17-3026 Industrial Engineering Technicians

17-3029 Engineering Technicians, Except Drafters, All Other

#### Employment & Training Administration - O\*NET Classification

17-3026.00 Industrial Engineering Technicians

17-3029.00 Engineering Technicians, Except Drafters, All Other

#### National Skill Standards Board - Industry Cluster

7 Manufacturing, Installation & Repair

#### Department of Education - Career Cluster

13 Manufacturing



### Industrial Manufacturing (CIP 15.06) Program Pilots

The Industrial Manufacturing (IM) Program will be available to pilot sites for SY 05-06. This rubric is intended as a guide for districts to determine the feasibility of their schools to offer a successful and viable Industrial Manufacturing Program.

Criteria	Unattained	Approaching Attainment	Attained	Evidence
1. Curriculum implementation process	District policy limits implementation for SY 05-06	X	Evidence of district policy to support implementation for SY 05-06	District Statement/Principal signature
2. Time on task	District unable to provide appropriate time on task	Evidence of time on task support for existing CTE programs	Evidence of district support for a minimum of 6 semesters for the IM Program	District Statement/Principal signature
3. Minimum initial investment of \$25,000 - \$50,000	No equipment on site and no available funding	Evidence of some equipment on site but funding not available to purchase required equipment in time to teach the competencies for SY 05-06	Evidence of all equipment on site or documented funding for purchase prior to SY 05-06	Equipment list or equipment list and a District Statement/Principal signature
4. Investment of 1 computer per 2 students	Computers or funding not available	Evidence of some computers available but funding not available for purchase of remaining computers	Evidence of all computers on site or documented funding for computer purchase	District Statement noting student to computer ratio
5. Adequate square footage	Facility of required size not available	Evidence of smaller facility available with plans to expand at a later time or build a new facility	Evidence facility exists or documented funding for the completion of remodeling or construction prior to SY 05-06	District Statement/Principal signature
6. Active advisory board	Non-existing or inactive advisory board for other ITE programs	Evidence of advisory boards active in other ITE programs	Evidence of advisory board supporting all aspects of IM Program	Advisory board membership list denoting IM areas of support
7. Current business and industry partnerships	Partnerships not currently established for existing ITE programs	Evidence of partnerships currently active with existing ITE programs	Evidence of business and industry partnership supporting IM Program for the school	Local business and industry letters
8. Articulation with postsecondary institutions	No current articulation agreements exist for existing CTE programs	Evidence of articulation agreements for other CTE programs	Evidence of an identified postsecondary institution for a potential IM agreement	Written support for articulation signed by postsecondary
9. Active involvement with SkillsUSA	Lack of participation with CTSO organizations	Evidence of current active participation with CTSOs for other CTE programs	Evidence of affiliation and participation with SkillsUSA	Local SkillsUSA section calendar of events
10. Teacher(s) holds current ITE certification	Teacher not identified	Evidence of ITE certification will expire within SY 05-06	Evidence of ITE certification valid through SY 05-06	Copy of teacher ITE certificate
11. Teacher(s) have IM industry experience	Teacher(s) have minimal IM industry experience	Evidence of recent IM industry experience by the targeted teacher	Evidence of teacher recent documented industry experience in multiple IM areas by the targeted teacher	District Statement/Principal signature

## NOTIFICATION OF INTENT

### TO IMPLEMENT A NEW CAREER AND TECHNICAL EDUCATION PROGRAM—SCHOOL YEAR 2005-2006

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_ CTDS: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Program Physical Location: \_\_\_\_\_

New Program Name: \_\_\_\_\_ CIP: \_\_\_\_\_ Option(s) Programs with Options must specify which option(s) will be taught (i.e. A, B, C, D): \_\_\_\_\_

Will this program replace an existing program? ☐ Yes ☐ No Sunset Program Name: \_\_\_\_\_ Sunset Program CIP: \_\_\_\_\_

New Option for Existing Program? ☐ Yes ☐ No Program Name: \_\_\_\_\_ CIP: \_\_\_\_\_ New Option(s) (i.e. A, B, C, D): \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_ CTDS: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Program Physical Location: \_\_\_\_\_

New Program Name: \_\_\_\_\_ CIP: \_\_\_\_\_ Option(s) Programs with Options must specify which option(s) will be taught (i.e. A, B, C, D): \_\_\_\_\_

Will this program replace an existing program? ☐ Yes ☐ No Sunset Program Name: \_\_\_\_\_ Sunset Program CIP: \_\_\_\_\_

New Option for Existing Program? ☐ Yes ☐ No Program Name: \_\_\_\_\_ CIP: \_\_\_\_\_ New Option(s) (i.e. A, B, C, D): \_\_\_\_\_

#### Affirm, by checking the appropriate boxes, that the following items are in place for the proposed program:

- ☐ Community needs have been assessed: data indicates that there are opportunities for students for employment or continued training.
- ☐ Sufficient enrollment, staff, and facilities are in place to implement this program.
- ☐ Local employers have been and will continue to be involved in the formation of this program.
- ☐ In addition to classroom instruction, this program will include work-based learning experiences.
- ☐ A student organization will support this program (check the appropriate box): ☐ DECA ☐ FBLA ☐ FCCLA ☐ FFA ☐ SkillsUSA ☐ HOSA

#### Courses listed below must deliver the entire set of state-designated program competencies:

Intended Grade Level	Course CIP per Handbook	Local Course Title	Implementation Date	Projected Enrollment	Teacher Name	Appropriate VTE/CTE Certification
7-8						<input type="checkbox"/> Yes <input type="checkbox"/> No
9-10						<input type="checkbox"/> Yes <input type="checkbox"/> No
11-12						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

We assure that this program will deliver state-approved Career and Technical Education program competencies, and that we will participate in all required reporting and data collection activities including student achievement for all program courses.

Teacher / Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Local Vocational Director: \_\_\_\_\_ Date: \_\_\_\_\_

District Superintendent or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Submit One Form For Each New Program and Option at Each Site – No Later Than April 1, 2005 – Fax: 602-542-1849**





Arizona Department of Education

Educational Services  
& Resources Division

Tom Horne, Superintendent of Public Instruction

December, 2004  
Issue 4

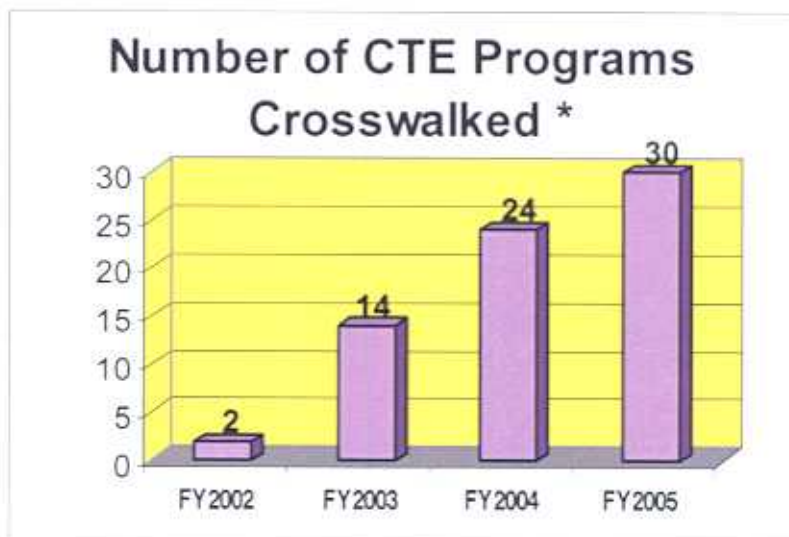
## CTE FACTS

**CTE FACTS** is published monthly during the school year and highlights informative educational statistics primarily related to Career and Technical Education (CTE). The focus this school year is on Arizona CTE Core Values. This month's Core Value is as follows:

Maximizing career development opportunities for students at all instructional levels through increased collaboration with academic teachers.

### CTE Curriculum Framework Process Moves Ahead

Beginning in FY2002, the Arizona Department of Education CTE Division's Program Improvement Unit began a five year project to update the thirty state program curriculum frameworks. In tandem with updating skill attainment competencies for each program curriculum, a crosswalk was established with the Arizona Academic Standards in mathematics, reading and writing. By conducting this activity, CTE teachers will have the resources to teach and integrate related state academic standards to students. All CTE program competency lists will have science added to each Arizona Academic Standard crosswalk by the summer of 2005.



\* Level III Programs. Source: ADE CTE Division

**CTE Vision:** Ensure a dynamic workforce by fully developing every student's career and academic potential.

**CTE Mission:** Prepare Arizona students for workplace success and continuous learning.

Tom Bartz  
(602) 542-7856  
tbartz@ade.az.gov

Currently, Paulett Ellis, CTE Curriculum Specialist, is overseeing the transition of the Arizona Academic Standards Crosswalks to a more comprehensive format. This transition project should be completed for Mathematics, reading, science, and writing by this summer. This CTE academic crosswalk format was designed to provide a resource to integrate the Arizona Academic Standards into CTE program competencies. The example shown below (Competency 1.0, Indicator 1.1), demonstrates the direct connection between the grade 09 Reading Standard and Strand 1, Concept 6 of that standard. It also identifies various Performance Objectives that will be used to teach the standard. These Performance Objectives should be viewed as a guide and are not the sole means to meet the standard.

## 1.0 DEVELOP AN INDIVIDUAL CAREER PLAN

### 1.1 Investigate career options

#### Standard: Reading

#### Strand 1: Reading Process

#### R09-S1C6

Concept 6: Comprehension Strategies (Grades 9-12): Employ strategies to comprehend text.

PO 1 Predict text content using prior knowledge and text features (e.g., illustrations, titles, topic sentences, key words).

PO 2 Generate clarifying questions in order to comprehend text.

PO 3 Use graphic organizers in order to clarify the meaning of the text.

PO 4 Connect information and events in text to experience and to related text and sources.

PO 5 Apply knowledge of organizational structures (e.g., chronological order, sequence-time order, cause and effect relationships, logical order, by classification, problem-solution) of text to aid comprehension.

Statewide, school districts have employed outside curriculum specialists or are using members of their own staffs to assist their CTE instructors to integrate academics into CTE curricula. A list of these and other resources will be available on the ADE website this spring.

## FAST FACTS ...

This is the first installment of a new segment which will be featured periodically to provide CTE educators with meaningful CTE information.

### Career Education/Job Search

[www.az-jobs.com](http://www.az-jobs.com)  
(AZ Jobs/Resumes/Tips)

[www.doleta.gov/individ/careerex.asp](http://www.doleta.gov/individ/careerex.asp)  
(Career Info)

[www.hotjobs.com](http://www.hotjobs.com)  
(Job Search/Career Tools)

[www.campuscareercenter.com](http://www.campuscareercenter.com)  
(Job Search/Career Resources)

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Copies: 300, Total Cost: \$123.00, Unit cost: \$.41, Date 12/04

Tom Bartz  
(602) 542-7856  
tbartz@ade.az.gov



## Workshop Announcement and Registration Form

# Automotive Technology Education 2005 Update \* - DaimlerChrysler

DAIMLERCHRYSLER

DaimlerChrysler Training Center

3421 E Harbour Drive, Phoenix

February 12, 2005

8:00 a.m. – 3:30 p.m.

**Saturday**

**Automotive Technology instructors . . .** join your colleagues for hands-on training in new products and systems of one of the world's largest automakers.

- **Instruction and demonstrations** by DaimlerChrysler's service training instructor(s)
- **Hands-on new product training** including the 2005 Jeep Liberty CRD (Common Rail Diesel) and electronic systems
- **Lab/shop management tips and teaching strategies**
- **State-of-the-art information** that you can use in your classrooms immediately

**PLEASE REGISTER BY FEBRUARY 7.**

Sponsored by Industrial Technological Education, Career and Technical Education Unit, Arizona Department of Education in partnership with the Office for Workforce Education and Development, Arizona State University, in collaboration with Arizona Automobile Dealers Association.

\* A 4-day training session with Ford Motor Company is scheduled for May 31 – June 3, 2005.  
Call 480-727-8342 for more information.

**YOU MUST PRE-REGISTER TO ATTEND THIS WORKSHOP.** PLEASE complete registration, cancellation, or substitution by February 7. Cancellations received after February 7 and no-shows will be billed. Notify us of special dietary needs before the event.

Name: \_\_\_\_\_  
District: \_\_\_\_\_ School: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of CTE Program Taught/Administrative Area/Other: \_\_\_\_\_

**REGISTRATION FEE.** The \$40 fee covers a continental breakfast, lunch, and breaks. Make checks and purchase orders payable to ASU/Office for Workforce Education and Development. Please check the method of payment:

☐ Check Enclosed    ☐ Purchase Order Enclosed    ☐ Purchase Order Number \_\_\_\_\_

### **HOW TO REMIT REGISTRATION.**

Mail – ASU/Office for Workforce Education and Development, PO Box 873111, Tempe AZ 85287-3111

Fax – 480-965-8016

E-mail – If received by e-mail, complete, save, and send to [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).

Online – [www.ade.az.gov/cte](http://www.ade.az.gov/cte) (Click on CTE Events Calendar and follow the instructions.)

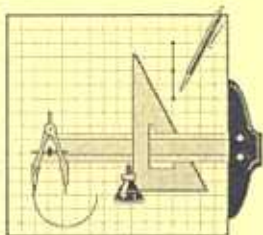
**CONFIRMATION AND DRIVING DIRECTIONS.** Mailed to address above unless you request otherwise. If you do not receive confirmation by February 7, please call 480-727-8342 to confirm receipt of your registration.

**LODGING.** Reservation, cancellation, and payment are your responsibility. A list of area hotels will be provided in your confirmation information.

**QUESTIONS, COMMENTS, SUGGESTIONS?** Contact Lynne Hall at 480-727-8342 or [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).



## Workshop Announcement and Registration Form



### **Drafting/Design Technology: Program Resources**

**Northwest Education Center, Glendale CC North  
Deer Valley Unified School District**

5727 West Happy Valley Road, Glendale

**February 25, 2005 ♦ 8:00 a.m. – 3:00 p.m.**

**Drafting/Design Technology instructors . . .** join your colleagues for hands-on training with architectural and engineering software and get information you can begin using in your classrooms immediately.

- **Instruction and demonstrations** by representatives of nationally recognized CAD programs including Softplan Systems, NavisWorks, Design Data Corp, and The CAD Store
- **Hands-on activities** with state-of-the-art software
- **Q & A Session** with AADA National VP of Curriculum Certification re: American Design Drafting Association Curriculum Certification Program
- **Overview of NEC's ADDA Nationally Certified Architectural Design Drafting Program**
- **Resources** to enhance your lessons and drafting technology programs

**PLEASE REGISTER BY FEBRUARY 18.**

This workshop is sponsored by Industrial Technological Education, Career and Technical Education Unit, Arizona Department of Education and the Office for Workforce Education and Development, Arizona State University.

**YOU MUST PRE-REGISTER TO ATTEND THIS WORKSHOP.** PLEASE complete registration, cancellation, or substitution by February 18. Cancellations received after February 18 and no-shows will be billed. Notify us of special dietary needs before the event.

Name: \_\_\_\_\_  
District: \_\_\_\_\_ School: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of CTE Program Taught/Administrative Area/Other: \_\_\_\_\_

**REGISTRATION FEE.** The \$40 fee covers a continental breakfast, lunch, and breaks. Make checks and purchase orders payable to ASU/Office for Workforce Education and Development. Please check the method of payment:

☐ Check Enclosed    ☐ Purchase Order Enclosed    ☐ Purchase Order Number \_\_\_\_\_

#### **HOW TO REMIT REGISTRATION.**

Mail – ASU/Office for Workforce Education and Development, PO Box 873111, Tempe, AZ 85287-3111

Fax – 480-965-8016

Email – If received by email, complete, save, and send to [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).

Online – [www.ade.az.gov/cte](http://www.ade.az.gov/cte) (Click on *CTE Events Calendar* and follow the instructions.)

**CONFIRMATION AND DRIVING DIRECTIONS.** Mailed to address above unless you request otherwise. If you do not receive confirmation by February 18, please call 480-727-8342 to confirm receipt of your registration.

**LODGING.** Reservation, cancellation, and payment are your responsibility. A list of area hotels will be provided in your confirmation information.

**QUESTIONS, COMMENTS, SUGGESTIONS?** Contact Lynne Hall at 480-727-8342 or [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).



## Workshop Announcement and Registration Form



### Arizona Educator Proficiency Assessment Test Preparation Workshop

Hilton Garden Inn – Phoenix Airport

3422 E Elwood Street, Phoenix

March 4, 2005 ♦ 8:00 a.m. – 3:00 p.m.

The AEPA is the exam all applicants for teaching certificates must take and pass in order to be certified in the state of Arizona. **Anyone new to teaching and planning to apply for Secondary Certification**, especially if you have been away from the classroom, have limited classroom experience, or have not completed a post-secondary teacher preparation program, should plan to attend this workshop where you will:

- Learn **what to expect on exam day** and **how to alleviate test anxiety**
- Receive **guided practice and feedback** for the essay portion of the exam
- Learn and practice **test-taking strategies**
- **Take a practice test**, score the exam, and discuss the results
- Receive an **AEPA Study Guide** and **official registration materials**

**PLEASE REGISTER BY FEBRUARY 25.**

This workshop is sponsored by Industrial Technological Education, Career and Technical Education Unit, Arizona Department of Education and the Office for Workforce Education and Development, Arizona State University.

**YOU MUST PRE-REGISTER TO ATTEND THIS WORKSHOP.** PLEASE complete registration, cancellation, or substitution by February 25. Cancellations received after February 25 and no-shows will be billed. Notify us of special dietary needs before the event.

Name: \_\_\_\_\_  
District: \_\_\_\_\_ School: \_\_\_\_\_  
School Address (city/zip): \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of CTE Program Taught/Administrative Area/Other: \_\_\_\_\_

**REGISTRATION FEE.** The \$60 fee covers a continental breakfast, buffet lunch, breaks, and the AEPA Studyguide. Make checks and purchase orders payable to ASU/Office for Workforce Education and Development. Please check the method of payment:

☐ Check Enclosed    ☐ Purchase Order Enclosed    ☐ Purchase Order Number \_\_\_\_\_

#### **HOW TO REMIT REGISTRATION.**

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Email – If received by email, complete, save, and send to [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).

Online – [www.ade.az.gov/cte](http://www.ade.az.gov/cte) (Click on *CTE Events Calendar* and follow the instructions.)

**CONFIRMATION AND DRIVING DIRECTIONS.** Mailed to address above unless you request otherwise. If you do not receive confirmation by February 25, please call 480-727-8342 to confirm receipt of your registration.

**LODGING.** Reservation, cancellation, and payment are your responsibility. A list of area hotels will be provided in your confirmation information.

**QUESTIONS, COMMENTS, SUGGESTIONS?** Contact Lynne Hall at 480-727-8342 or [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).



## Workshop Announcement and Registration Form



### Automotive Technology Education

### 2005 Update \* - Toyota

GateWay Community College

108 N 40<sup>th</sup> Street, Phoenix

March 12, 2005 ♦ 8:00 a.m. – 3:30 p.m.

**Saturday**

**Automotive Technology instructors . . .** join your colleagues for hands-on training in new products and systems of one of the world's largest automakers.

- **Instruction and demonstrations** by Toyota's service training instructor(s) on the forward-thinking 2005 gas/electric *Prius* with Hybrid Synergy Drive® and electronics training
- **Hands-on new product training** practice, group discussion, and networking
- **Lab/shop management tips and teaching strategies**
- **Access to information/materials** available only to teachers who complete this training
- **State-of-the-art information** that you can use in your classrooms immediately

#### PLEASE REGISTER BY MARCH 7.

Sponsored by Industrial Technological Education, Career and Technical Education Unit, Arizona Department of Education  
in partnership with the Office for Workforce Education and Development, Arizona State University,  
in collaboration with Arizona Automobile Dealers Association.

\* In addition to this session, a 4-day training session with Ford Motor Company is scheduled for May 31 – June 3, 2005.

**YOU MUST REGISTER TO ATTEND THIS WORKSHOP.** PLEASE complete registration, cancellation, or substitution by March 7. Cancellations received after March 7 and no-shows will be billed. Notify us of special dietary needs before the event.

Name: \_\_\_\_\_  
District: \_\_\_\_\_ School: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of CTE Program Taught/Administrative Area/Other: \_\_\_\_\_

**REGISTRATION FEE.** The \$40 fee covers a continental breakfast, lunch, and breaks. Make checks and purchase orders payable to ASU/Office for Workforce Education and Development. Please check the method of payment:

☐ Check Enclosed    ☐ Purchase Order Enclosed    ☐ Purchase Order Number \_\_\_\_\_

#### **HOW TO REMIT REGISTRATION.**

Mail – ASU/Office for Workforce Education and Development, PO Box 873111, Tempe, AZ 85287-3111

Fax – 480-965-8016

Email – If received by email, complete, save, and send to [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).

Online – [www.ade.az.gov/cte](http://www.ade.az.gov/cte) (Click on *CTE Events Calendar* and follow the instructions.)

**CONFIRMATION AND DRIVING DIRECTIONS.** Mailed to address above unless you request otherwise. If you do not receive confirmation by March 7, please call 480-727-8342 to confirm receipt of your registration.

**LODGING.** Reservation, cancellation, and payment are your responsibility. A list of area hotels will be provided in your confirmation information.

**QUESTIONS, COMMENTS, SUGGESTIONS?** Contact Lynne Hall at 480-727-8342 or [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).



## Workshop Announcement and Registration Form:



### **Automotive Technology Education 2005 Update – Ford Motor Company**

**Ford Training Center**

7408 West Detroit, Suite 170, Chandler

**May 31 – June 3, 2005 ♦ 8:00 a.m. – 4:00 p.m.**

**Automotive Technology instructors . . .** join your colleagues for hands-on training in new products and systems of one of the world's largest automakers.

- **Instruction and demonstrations** by Ford Motor Company's service training instructor(s)
- **Hands-on new product training** practice, group discussion, and networking
- **Lab/shop management tips** and **teaching strategies**
- **Access to information/materials** available only to teachers who complete this training
- **State-of-the-art information** that you can use in your classrooms immediately

**PLEASE REGISTER BY MAY 24.**

Sponsored by Industrial Technological Education, Career and Technical Education Unit, Arizona Department of Education  
in partnership with the Office for Workforce Education and Development, Arizona State University,  
in collaboration with Arizona Automobile Dealers Association.

**YOU MUST PRE-REGISTER TO ATTEND THIS WORKSHOP.** PLEASE complete registration, cancellation, or substitution by May 24. Cancellations received after May 24 and no-shows will be billed. Notify us of special dietary needs before the event.

Name: \_\_\_\_\_  
District: \_\_\_\_\_ School: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of CTE Program Taught/Administrative Area/Other: \_\_\_\_\_  
Home/Summer Address: \_\_\_\_\_  
Home/Summer Phone: \_\_\_\_\_ Home/Summer Email \_\_\_\_\_

**REGISTRATION FEE.** The \$140 fee covers a continental breakfast, lunch, and breaks each day. Make checks and purchase orders payable to ASU/Office for Workforce Education and Development. Please check the method of payment:

☐ Check Enclosed    ☐ Purchase Order Enclosed    ☐ Purchase Order Number \_\_\_\_\_

#### **HOW TO REMIT REGISTRATION.**

Mail – ASU/Office for Workforce Education and Development, PO Box 873111, Tempe, AZ 85287-3111

Fax – 480-965-8016

Email – If received by email, complete, save, and send to [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).

Online – [www.ade.az.gov/cte](http://www.ade.az.gov/cte) (Click on *CTE Events Calendar* and follow the instructions.)

**CONFIRMATION AND DRIVING DIRECTIONS.** Mailed to **home** address above unless you request otherwise. If you do not receive confirmation by May 24, please call 480-727-8342 to confirm receipt of your registration.

**LODGING.** Reservation, cancellation, and payment are your responsibility. A list of area hotels will be provided in your confirmation information.

**QUESTIONS, COMMENTS, SUGGESTIONS?** Contact Lynne Hall at 480-727-8342 or [lynne.hall@asu.edu](mailto:lynne.hall@asu.edu).



Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

## Career and Technical Education Unit Professional Development Office

### CTE Industry Update Program

January 2005

For more information contact:

Career and Technical Education Unit  
Joanne M. Courville  
(602) 542-5357  
[jcourvi@ade.az.gov](mailto:jcourvi@ade.az.gov)

Arizona Department of Education  
1535 W. Jefferson St., Bin # 42, Phoenix, AZ 85007



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Debra K. Jackson  
Deputy Associate Superintendent  
Administrative Services  
1535 W. Jefferson  
Phoenix, AZ 85007  
(602) 542-3186

## 2004-05 CTE INDUSTRY UPDATE PROGRAM Information Sheet

### PROGRAM DESCRIPTION

The 2004-05 CTE Industry Update Program provides educators the opportunity to update their knowledge and skills and receive on-the-job training in CTE program-related industries. Applicants are especially encouraged to pursue experiences in new technology and innovations consistent with their CTE programs by participating in one or more of the following program offerings:

1. **FAM Tour (business/industry tour):** A customized visit to a business/industry site to view the workplace environment. Emphasis will be placed on viewing the integration of the Arizona Workplace Standards in a workplace environment. The experience will enrich an applicant's understanding of the business and its career opportunities and will offer an understanding of the industry's needs relative to CTE program competencies. *Stipends are available at a rate of \$250 maximum for 5 days or \$50 per day.*
2. **Job Shadowing Experience:** A prearranged individual or small-group experience that is focused on a specific business or a broad industry group. The applicant will "shadow" an individual throughout a normal workday. He/she will observe the occupational and attitudinal skills needed in the workplace and will gain knowledge of specific tasks and duties relative to one or more positions. *Stipends are available at a rate of \$350 maximum for 5 days or \$70 per day.*
3. **Externship:** A customized experience whereby applicants will receive current information about a business by working and taking an in-depth look at a firm or organization. Time will be spent pursuing either a scaled-down version of a worker's duties or actual tasks connected with a specific position. The activities are planned to accomplish applicants' predetermined goals and to provide information relevant to a business or industry. *Stipends are available at a rate of \$500 minimum for 40 hours or \$1,000 maximum for 80 hours.*

### ELIGIBILITY

This program is available for middle school/junior high and high school CTE teachers and/or academic teachers working with CTE teachers instructing Level I (middle school/junior high), Level II, and/or Level III programs in Arizona. Counselors who are responsible for the career guidance of CTE students or administrators who work with CTE teachers and programs are also eligible to participate in any of the program offerings.

### LENGTH/DATES/STIPENDS

This program will be offered October 1, 2004, through September 30, 2005. Participants should specify a particular period of time when they are available (i.e., a school break in the fall, winter, spring or summer, weekends, etc.). The stipend is paid after submission of all required paperwork and may take 6-12 weeks to process. If a program is pursued during school hours, then the stipend will be paid to the school district for reimbursement of a substitute teacher (up-to-\$100 per day not to exceed 10 days). An applicant should submit a separate second or third application when applying for a different program offering within the contract period.

### REQUIREMENTS

Applicants will be required to: (1) submit an application and training plan, (2) participate in an orientation, (3) participate in program activities, (4) submit a lesson plan that incorporates the training plan objectives, (5) submit a written summary of the experience, and (6) complete an exit questionnaire. The application, training plan, and lesson plan must address a specific CTE program/course and the students who will directly benefit from the applicant's experience. Note: Graduate credit is available from NAU.



## SELECTION CRITERIA

The selection of applicants is based on the impact participation in the program will have on a specific CTE program/course and its students. Applications will be processed in the order in which they are received. Final approval will be based on the availability of funding. Applicants will be notified of their acceptance within 2 weeks of receipt of all application materials.

## POTENTIAL AREAS TO PURSUE

Applicants will be asked to indicate how the CTE Industry Update Program will enhance the implementation and delivery of their CTE program by selecting **one or more** of the following objectives: (1) incorporate academic content into CTE courses; (2) become familiar with current innovations in CTE; (3) determine the skills students need to meet the requirements of the industry; (4) provide a link between industry representatives and CTE students; (5) establish partnerships to utilize in an advisory capacity or as a resource; (6) update curriculum with what is relevant to business/industry; (7) improve the selection, supervision and support of CTE staff, courses and programs; and/or (8) coordinate career guidance and counseling efforts to align with placement and graduation requirements for CTE programs.

## SITE SELECTION

FAM Tour (business/industry tour), Job Shadowing Experiences, and Externships will be available at various locations throughout the state. Applicants may suggest a preferred site that they want to pursue or the University Program Coordinator will find a location for them. The final program offering selection(s) and the business site selection(s) must be approved by the University Program Coordinator.

## LODGING/TRANSPORTATION

Any expenses incurred for lodging, meals, and transportation will be the responsibility of the school district or program participant.

## CTE INDUSTRY UPDATE PLANNING INFORMATION

Applicants should determine their preference (one of three) for a program offering and the amount of time they wish to participate in that program. Program availability may dictate the amount of participation time and dates. Applications may be secured from the university Professional Development Office or they can be found on ADE's Career and Technical Education website [www.ade.az.gov/cte/WhatsNew](http://www.ade.az.gov/cte/WhatsNew). Applications should be completed and returned to the University Program Coordinator listed below. An incomplete application will be returned to the applicant to be completed. Orientation sessions will be offered in workshop settings and online. Contact the University Program Coordinator for specific orientation information.

## CTE LOCAL DIRECTOR APPROVAL

The CTE Local Director or district contact for CTE must approve each participant's completed application. ONE OF THESE SIGNATURES IS REQUIRED ON THE APPLICATION. If the application is submitted electronically, an e-mail confirmation/approval from the CTE Local Director or district contact is required.

### UNIVERSITY PROGRAM COORDINATOR

Susan Cooper  
Northern Arizona University - Institute for Future Workforce Development  
P.O. Box 6025  
Flagstaff, AZ 86011-6025  
Phone: (928) 523-1398  
Toll free: 1-800-522-2283  
FAX: (928) 523-6395  
Email: [susan.cooper@nau.edu](mailto:susan.cooper@nau.edu)

**2004-05 CAREER & TECHNICAL EDUCATION INDUSTRY UPDATE PROGRAM**  
**Application Form**

**INSTRUCTIONS:** Read the separate Information Sheet before you begin. Complete all sections of this application and obtain necessary signatures before submitting this application to the University Program Coordinator. You will be notified upon receipt of your application. The University Program Coordinator will assist you with placement if needed. **Approval of your completed application and training plan is required before you begin the program.**

*Note: The Application and Information Sheet are available online at [www.ade.az.gov/cte/WhatsNew](http://www.ade.az.gov/cte/WhatsNew).*

**PERSONAL INFORMATION**

Preferred address (check one)	School _____	Home _____
Last name _____	First name _____	
E-mail _____	School district _____	
School name _____	School phone _____	
School address _____	City _____	Zip _____
Home address _____	City _____	Zip _____
Home phone _____	Social Security Number _____ <small>(Needed for payment of stipend)</small>	

Your Job Title \_\_\_\_\_ Total years working in CTE \_\_\_\_\_

Please describe any of your past experiences with an externship, job shadowing experience, and/or business/industry tour (include timeframe and business information). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate your preference for dates when you could participate in this program.

First choice (month/days/year): \_\_\_\_\_

Second choice (month/days/year): \_\_\_\_\_

Third choice (month/days/year): \_\_\_\_\_



---

## Eligibility/Program Information

Please select one. ☒

☐ I am a teacher in the \_\_\_\_\_ CTE program and teach these course(s):  
\_\_\_\_\_

☐ I collaborate with a CTE teacher.

CTE teacher's name \_\_\_\_\_

CTE program name \_\_\_\_\_

CTE course(s) \_\_\_\_\_

☐ I provide career guidance for CTE students. Job title \_\_\_\_\_

☐ I am an administrator working with CTE teachers and programs. Job title \_\_\_\_\_

---

## CTE Industry Update Program Offerings

Select the program option you are interested in pursuing. You may complete more than one option in the year, however, you must submit a separate application for each program offering. The University Program Coordinator reserves the right to place you in a different program based on your current and/or past experiences.

☐ **FAM Tour (business/industry tour)** \$250/maximum for 5 days or \$50 per day

☐ **Job Shadowing Experience** \$350/maximum for 5 days or \$70 per day

☐ **Externship (formerly Teacher Internship)**  
\$500/minimum for 40 hours or \$1,000/maximum for 80 hours

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If you have questions or need assistance with the application, please contact the University Program Coordinator listed below. **COMPLETE THE INFORMATION ON THE FOLLOWING PAGES** and mail, fax, or e-mail your completed application to Northern Arizona University. Applications will be processed in the order received and are subject to final approval by the University Program Coordinator. Participation is limited based on ADE funding.

Susan Cooper  
Northern Arizona University – Institute for Future Workforce Development  
P.O. Box 6025  
Flagstaff, AZ 86011-6025  
Phone: (928) 523-1398  
Toll free: 1-800-522-2283  
FAX: (928) 523-6395  
E-mail: susan.cooper@nau.edu

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## FAM Tour (business/industry tour) Background Information

1. Please indicate your preferences for potential organized group tours.

CTE program specific \_\_\_\_\_ School or Dept. \_\_\_\_\_ School District \_\_\_\_\_ Other \_\_\_\_\_

2. Would you like a "customized tour" for your group? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name, job title, and phone number of other participants.

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3. Please indicate the length of time that you can participate in a tour.

Total number of days (maximum 40 hrs.) \_\_\_\_\_

4. Please indicate the type of industry and/or the specific work environment that you want to tour.

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## Job Shadowing Experience Background Information

1. Please indicate your preference for an individual or a group job shadowing experience.

Individual \_\_\_\_\_ Small Group \_\_\_\_\_

2. Do you have a particular small group in mind? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name, job title, and phone number of other participants.

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3. Please indicate a preference for the length of time you are available to job shadow.

Total number of days (maximum 40 hrs.) \_\_\_\_\_

4. Please indicate the type of industry and/or specific occupation you want to shadow.

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## Externship Background Information

1. Please indicate your preference for the length of the externship:

40 hours \_\_\_\_\_ 80 hours \_\_\_\_\_

2. Do you have a suggested site for your externship? (If not, the University Program Coordinator can help you.)

Yes \_\_\_\_\_ No \_\_\_\_\_

Agency/Business name \_\_\_\_\_

Contact person's name \_\_\_\_\_

Business address (city/zip) \_\_\_\_\_

Phone number (area code) \_\_\_\_\_

Have you already contacted the agency/business? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, whom did you contact? \_\_\_\_\_

---

## School District Information

School Principal

Name \_\_\_\_\_

Phone number \_\_\_\_\_

CTE Local Director

Name \_\_\_\_\_

Phone number \_\_\_\_\_

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## Required Signatures

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

CTE Local Director's signature \_\_\_\_\_ Date \_\_\_\_\_

## 2004-05 CTE INDUSTRY UPDATE PROGRAM TRAINING PLAN

Participating in the CTE Industry Update Program provides an opportunity for you to update your skills and collaborate with business/industry representatives. Please indicate which of the following eight objectives you hope to meet through the experience, including how you will measure the objectives you select. *Describe how your participation in this program will enhance the implementation or delivery of your CTE program and outline specific skills and knowledge you want to acquire. Please relate all experiences to your CTE program/students.*

<b>Objective 1:</b> Incorporate academic content into my CTE courses.
Measurable outcome(s):
<b>Objective 2:</b> Become familiar with current innovations in my CTE program area.
Measurable outcome(s):
<b>Objective 3:</b> Determine the most important skills students need to meet the requirements of industry.
Measurable outcome(s):
<b>Objective 4:</b> Provide a link between business/industry representatives and my CTE students.
Measurable outcome(s):
<b>Objective 5:</b> Establish a partnership with my host and utilize in an advisory capacity or as a resource.
Measurable outcome(s):
<b>Objective 6:</b> Update my curriculum to align with what is currently relevant to business/industry.
Measurable outcome(s):
<b>Objective 7:</b> Improve the selection, supervision, and support of CTE staff, courses, and programs.
Measurable outcome(s):
<b>Objective 8:</b> Coordinate Career Guidance and Counseling efforts to align with CTE performance measure guidelines (i.e., placement/graduation requirements).
Measurable outcome(s):





# THE ABEA BULLETIN

Arizona Business Education: A Tradition of Excellence

Arizona Business  
Education Association

Volume 31, Issue 3

Winter 2004

## From the President, Damita Temper

This article will find you beyond the holiday season and ready to begin a brand new semester. I hope that each of you had a safe and wonderful holiday season.

I thought, as we return from our relaxing winter break, I would share with you some important information regarding homework. For some of us, the first semester ended with the realization that many students were not as successful as we had anticipated simply through a lack of completing or doing assigned homework. The reference I am using for the following article is the book: *Ending the Homework Hassle* by John Rosemond.

In Rosemond's book, he asks the question, "Why is homework important?" I am sure many of us have spent endless hours grading homework, noting students we never receive homework from, and wondering if our students were present when we were teaching (since the homework does not indicate this connection). To review the answer to this question, let us consider what homework accomplishes. Homework builds: responsibility, autonomy, perseverance, time management, initiative, self-reliance, and resourcefulness.

Yes, you say, I can agree with all those

concepts to support giving homework. However, if all those things are true, why is homework such a hassle? The answer lies in the following, the "ABC's" as Rosemond refers to them:

- "A" stands for All by myself. I can hear the alarm clocks going off as I type. All alone, "yes", all alone. A child cannot learn to be self-reliant, resourceful, or show initiative if he/she does not have a structured, quiet, place to do homework. (Help your parents to enjoy homework time. Their main responsibility is to provide the safe, comfortable place to study. No more assignments for them!)
- "B" stands for "Back off". Parents often feel the need to be the responsible party; rather than encouraging their child to take ownership of their homework success. (Encourage your parents to let their child work alone, let them feel the success. Let them persevere.)
- Lastly, "C" stands for "Call it quits". Guide parents to set up specific times for homework and help their child call it quits when time is up. A child needs to feel his/her time is valuable too. (Encourage your parents to set beginning and end



times for homework; this is the time they get to be the "good" guy!)

As we enter a new year, we as business educators will have many exciting opportunities available to us to work with our parents, students, community members, and colleagues. We also have some wonderful professional opportunities in which to invest in ourselves:

- Mid-Year Business Educators Conference, January 27
- ABEA Board meeting at Scottsdale Plaza (WBITE site for 2008), February 5
- ABEA Spring Conference, April 29-30, Fiesta Inn, Tempe (Rooms are available for \$79.00 per night. Please call early for your reservation: 480-967-1441) Some of the informational workshops will include: personal finance, economics, and stress management.

As we move into the Year 2005, may each of us be filled with renewed energy, creativity, and determination.



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Look for the Maps  
For your treasure of  
opportunity.



**ABEA Mission**

*"Serve individuals and groups in all endeavors associated with and about business and business education."*

**Arizona CTE Mission**

*"Prepare Arizona students for workforce success and continuous learning."*

**Arizona CTE Vision**

*"Ensure a dynamic workforce by fully developing every student's career and academic potential."*

**Congratulations**

**Patti Beltram** was awarded the National ACTE Teacher of the Year Award during the ACTE Convention held in Las Vegas.

Patti is a member of ABEA, Business/Marketing teacher and Department Chair at Mesquite H.S. in the Gilbert District, and ACTEAZ President.

## Business Coalition for Excellence in Education Introduced by Dennis Faggioni, Co-Chair ABEAC

In an article I wrote for the Fall 2003 ABEA Newsletter, I discussed the need for infusing business education into the Arizona secondary schools and the hope for students and educators to understand why. By combining passionate educators (I can't think of one of you I have met in the last three years that is not!) with upgraded and new curricula for business education, progress continues.

Our ABEAC, sixty-percent of whose members are volunteers from the business community, are all working to increase support from Arizona business for the work you are doing.

There is another group of business people working together of whom you may not be aware. They may not be as focused upon business education as we are, but the Arizona Business Education Association and that group does have a shared goal.

For those of you not familiar with the Business Coalition for Excellence in Education, I would like you to know a few things.

Simply stated: The Business Coalition for Excellence in Education is a broad-based ad hoc coalition of leading companies and associations.

The business community has been actively engaged in education reform initiatives at the state and local levels for many years. The Coalition believes that the current efforts by the

Administration and both parties in Congress to redefine federal government's role in education is both timely and necessary. While many states have made enormous strides in recent years to achieve systemic reform in the public school system, much more needs to be done to ensure that our children receive the world-class education that the 21st century demands. This is a national priority.

To "drop a few names", the co-chairs of the Coalition are the CEOs of Intel, IBM, Texas Instruments, and State Farm Insurance. Member companies include such notables as 3M, Bristol-Meyers Squibb, National Semiconductor, Boeing, Microsoft, HP-Compaq, and Washington Mutual. Some heavy-hitters focused to improve education in America.

Craig Barrett, Intel CEO and Co-Chair, in an article written for the December 2004 CEO Magazine, says education is one of the most important and vexing problems we face. "Nothing is more critical to America's future. Our economic power is determined by many factors, but education is arguably the most important."

I just wanted to make sure you are aware of the increased concern and action amongst significant, US-based global companies relative to getting government focused on and

achieving Excellence in Education.

We local business members of the ABEAC are trying to do our part here in Arizona.

I recently learned of the Arizona Business & Education Coalition (ABEC), whose mission is "A sustained business and education collaboration for a superior education and future for Arizona K-12 students."

As Co-Chair of the ABEAC, I am going to contact them and ensure we are part of the collaborative environment focused on education in Arizona.

Craig Barrett has made the challenge: "After years of lower test scores and declining performance in our schools, it's clear the government alone can't resolve all the problems our country faces regarding education. Business must also step up to the challenge. It's imperative that government and business work together..."

For information about the ABEAC, the website is: <http://www.adc.state.az.us/cte/businesseducation/advisorycouncil.asp>

For information about the ABEC, the website is: <http://azbec.org/>

For information about the Business Coalition for Excellence in Education, the website is: <http://www.ibm.com/ibm/ibmgives/education/bcee.shtml>





## Join Other CTE Teachers As They "Make An Impact"

Our state and national elections are over and the results are a more conservative legislature at both levels. Now more than ever it is important that we help our policymakers understand our programs.

If you are interested in learning how to be an advocate in Arizona, ACTE<sub>AZ</sub> has a Policy Seminar that not only prepares you to communicate with your legislators, but also provides you an opportunity to do so.

The format of the third annual seminar has been changed to provide

participants with choices for their training dates and locations.

Participants can choose between a workshop in Prescott on January 28 or in Phoenix, Tucson, and Gilbert on February 10. All participants will then participate in "Luncheon on the Lawn," a day of advocating, on Tuesday, March 1, 2005, at the Capitol Complex.

Contact Sally Powers at 480-472-0395 or [swpowers@mpsaz.org](mailto:swpowers@mpsaz.org) if you would like to know more about the policy seminar.

Nationally, the 109th Congress will be looking at Carl D. Perkins again as reauthorization was not completed. It is not clear if the process will begin with new legislation or pick up where the 108th Congress left off.

Regardless of what the House and Senate decide to do, they must start with the introduction of the legislation.

To keep up with is happening, you can visit <http://www.acteonline.org> and choose Public Policy or Legislative News.

## ABEA Scholarships and Awards



Dana Fladhammer, Awards Chair, announces the following awards to be presented at the 2005 Spring ABEA Conference:

Middle/Jr. High teacher

Secondary Teacher

Post-Secondary Teacher

Distinguished Service—  
Administrator/Supervisor

Distinguished Service—  
Institute/Organization/Agency

Distinguished Service—  
Program

Contact Dana at [dana.fladhammer@pcmail.maricopa.edu](mailto:dana.fladhammer@pcmail.maricopa.edu) for more information on awards.

See the article on the L.L. Via Scholarship on page 7 of this newsletter. In addition, ABEA offers up to three scholarships for Future Business Education Teachers.

Additional scholarship information may be obtained from Shirley Eittrheim, Scholarship Chair, [sjeittrheim@cybertrails.com](mailto:sjeittrheim@cybertrails.com) or online at [www.azbea.org](http://www.azbea.org).

## Still Teaching AIS Competencies? YOU Want to Read This!

In 2001-2002 the Arizona Department of Education announced that beginning with the 2005-2006 school year high schools would no longer receive CTE funding or support services for the Administrative Information Services (AIS) program.

Approximately 25% of the high schools across the state reported enrollment in the AIS program this year. If you are a teacher in one of these programs, you need to decide now which program will replace your AIS program next fall. Once you have made the decision, you and your local CTE director will need to complete and submit a Notification of Intent (NOI) form for your school prior

to April 1, 2005. This form can be downloaded from the CTE webpage [www.ade.az.gov/WhatsNew/](http://www.ade.az.gov/WhatsNew/). You will identify on the form the program you intend to offer in place of AIS. By completing the form you are also assuring steps have been taken within your school and community to assure success of the program; such as school schedules accommodate the sequence of courses and business partners are involved in helping you plan and implement the program. Other business programs supported by the Department of Education are Financial Services, Accounting and Related Services and Business Management &

Administrative Services.

Upon receipt of your school's completed NOI form, Dr. Janet Gandy, State Supervisor for Business Education, at the Department of Education will contact your local director to determine technical assistance that may be needed.

It is advisable to plan time this spring semester and summer to modify curriculum for the new program. You will want to contact your local CTE director to determine if there are funds available to pay you a summer stipend for curriculum writing. If you have questions, contact Dr. Gandy by e-mail at [jgandy@ade.az.gov](mailto:jgandy@ade.az.gov).

**Plan NOW to  
Serve on the  
2005 ABEA  
Spring Conference  
Committee  
or to be a Presenter**

(Contact Abel Hernandez  
[abel@aoi.com](mailto:abel@aoi.com)  
to present at the  
2005 Spring Conference)  
April 29-30  
Fiesta Inn, Tempe







## Congratulations

**Deb Moore** is the recipient of the ACTE New Teacher of the Year Award.

Deb is a member of ABEA and a Business/Marketing teacher. She teaches at Sunrise Mt. in the Peoria School District.

## Check Your Knowledge

- \*An e-mail message ending in "sa" is from a person in a)South America, b)Saudi Arabia, c)San Marino d)South Africa (answer b)
- \*To unsubscribe from a mailing list, you should a)send an e-mail message to the listserve, b)scream for help, c)send an email message to list, d)contact your Internet Access Provider (answer a)
- \*The World Wide Web started as a project at a)Stanford, b)Rand Corporation, c)CERN, d)MIT (answer c)
- \*The following is not an Internet search engine: a)Open Text, b)Webcrawler, c)Excite, d) Scientia (answer d)

## Student Scholarship Application

Do you know a student who deserves to attend college, but cannot afford it?

Members of ACTEAZ are asked to nominate secondary and post secondary students enrolled in their programs for scholarships.

Qualifications and selection criteria are posted on the ACTEAZ webpage at [www.acteaz.org](http://www.acteaz.org). Nominations are due to the ACTEAZ office by February 15.

## CTE Competency Assessment Validation Panel

CTE Division of the Arizona Department of Education is creating a process to identify industry validated assessments to measure CTE program competencies.

This process will involve assembling Validation Panels with representatives from industry who will review and advise on assessment content, statistical experts who will review and advise

on statistical reliability and validity, CTE instructors with assessment and/or industry content expertise and CTE staff with program responsibility.

The panel will judge whether a potential assessment is statistically valid and reliable, receives Arizona industry-validation and is recommended for endorsement as an Arizona secondary CTE program assessment.

This process will be piloted with assessments for Workplace Skills, Culinary Arts, Business Management & Administrative Services, Automotive Technology, and Construction Technology.

Access to the draft chart of assessment resources is available at [www.ade.az.gov/cte/WhatsNew/](http://www.ade.az.gov/cte/WhatsNew/).

## CTE Programs One of Horne's Initiatives

Arizona Schools Chief Tom Horne delivered his third State of Education speech in which he identified five new initiatives for his third year in office.

- 1) Intervention in failing schools;
- 2) Increasing adult volunteers in an Emeritus Program;
- 3) Incorporating technology to individualize instruction;
- 4) A Math initiative
- 5) Expansion of Career and Technical Education programs.

For full text of Horne's speech go to [www.ade.az.gov](http://www.ade.az.gov) and click on Hot Topics.

## FBLA State Adviser Retires

Betty Essex, FBLA Adviser, retired from the Arizona Department of Education after 11 years of public service to Arizona FBLA.

Last Spring ABEA recognized Betty as the 2004 Distinguished Administrator.

At a farewell luncheon

held at the Department of Education Betty was presented with a written compilation of well wishes from chapter advisers and students from across the State.

The Career Pathways Team at the Department of Education has announced Ryan Hamilton has been hired as the new FBLA

State Adviser beginning January 18.

### FBLA 2005 Regional & State Conference Dates & Sites

- Feb 3—Southern Region Conf. – Nogales H.S.
- Feb 4—Central Region Conf.— Sunrise Mountain H.S.
- Feb 11—Northern Region Conf. – Kingman H.S.
- March 31 & April 1 FBLA State Conf. – Nogales H.S.





## Announcing an Opportunity for You

A short three months from now, Arizona business teachers will gather together in Tempe at the Fiesta Inn to attend the ABEA Spring Conference on April 29-30.

It is during this conference that we learn new information, make new friends and elect, from our membership, officers to lead our professional association during 2005-2006.

Our association is a community which continues to grow because its members benefit personally and professionally from their contributions and the contributions of others.

What characterizes us as a community is everyone's willingness to step forward when called to lend their talents and expertise to accomplish the purpose or mission of the community—our association.

Now is a time for you to lend a hand and serve your professional association as an officer. All Board positions are available for more nominations but the following positions currently have no one listed on the slate for 2005-2006 -

*President-elect*

*Secretary  
Treasurer-elect  
Central Secondary Rep  
Post-secondary Rep  
Middle School Rep  
Webmaster*

Visit the ABEA webpage ([www.azbea.org](http://www.azbea.org)) and click on bylaws for a description of the duties of each office.

Contact Dr Janet Gandy, ABEA Past-president and Nominations Committee Chair ([JGandy@adc.az.gov](mailto:JGandy@adc.az.gov)), before January 31 and let her know which role you are willing to fill.



April 29

Goal 244

**Current  
Membership  
142  
Up 20**

## Arizona Career and Technical Education: A Renaissance of Relevance and Change

Mark your calendars and make plans now to join over 1,000 other CTE teachers for fun in the sun while learning the newest technologies in your field.

ACTE 2005 Conference dates are July 17-20 and the conference hotel is the beautiful Loews Ventana Canyon Resort in Tucson.

This year's theme is *Arizona Career and Technical Education: A Renaissance of*

*Relevance and Change.*

A schedule of activities and registration information will be posted on the ACTEAZ website when it becomes available.  
<http://www.acteaz.org/>

If you are planning to attend the conference and can volunteer to facilitate a business session, contact Christ Liebelt-Garcia ([chrisliebelt\\_garcia@yahoo.com](mailto:chrisliebelt_garcia@yahoo.com)).

## Each One Reach One Campaign

This year's membership goal is to double last year's membership.

**This can only be accomplished if each current member gets involved.**

Special recognition will be given each member who is listed on the "Recruited by" line on a new member's registration form at the ABEA Spring Conference.

**See Page 8 for ABEA Membership Form.**



## SPOTLIGHT ON POST SECONDARY

Brenda Nielsen is a full-time Computer Information Systems Faculty at the Red Mountain campus of Mesa Community College.

She was chosen to serve on the faculty planning team for Red Mountain campus and has stayed ever since!

Currently she teaches traditional CIS and BPC classes and is also teaching

hybrid and on-line classes on Microsoft Office applications.

In addition, she has been assisting faculty "get to know" WebCT better and how it can be used to provide on-line 24/7 support to traditional classes along with on-line classes.

With a summer EDP, she designed the "Just One Click" student learning tool to help students get started

with using WebCT in support of their traditional class and has given a couple of presentations this fall semester to different faculty groups at MCC.

Over the last year, Brenda also authored a new textbook on Outlook 2003 and is creating and developing instructional support materials for a couple of publishers.



# International Society for Business Education

*A society for everyone concerned with Business Education*



## SIEC or ISBE is your organization:

- if you are a teacher in secondary school.
- if you are responsible for business training.
- if you are an educational administration employee.
- if you are interested in international business education or training.
- if you are a member of an academic or research staff at a college/university.

## The 77th SIEC/ISBE International Conference

*Société Internationale Pour L'Enseignement Commercial*  
*International Society for Business Education*

*Leadership in  
Teaching, Technology, and Trade*



# Boston

**31 July - 5 August, 2005**

**Suffolk University**

**Boston, Massachusetts U.S.A.**

[www.isbeusa.org](http://www.isbeusa.org)

[www.siec-isbe.org](http://www.siec-isbe.org)

# NBEA

### MEMBER SERVICES

- Publications:
  - Business Education Forum, NBEA's Journal
  - Keying In, NBEA's Newsletter
  - NBEA Yearbook
  - Special Publications and Promotional Items
  - Curriculum Standards and Resources
- \$250,000 Professional Liability Insurance
- Annual National Convention
- Regional Association Membership
- Regional Conventions
- Legislative Advocacy
- Business-Industry Link
- Professional Awards Program
- International Society for Business Education (ISBE)
- MasterCard Program

### RETURN THIS FORM WITH PAYMENT TO:

National Business Education Association  
1914 Association Drive  
Reston, VA 20191-1596  
(703) 860-8300 • Fax: (703) 629-4483  
E-mail: [nbea@nbea.org](mailto:nbea@nbea.org)  
[www.nbea.org](http://www.nbea.org)

## NATIONAL BUSINESS EDUCATION ASSOCIATION MEMBERSHIP APPLICATION

**Join Today and Increase Your Professional Expertise!**

**IMPORTANT:** Please list both home and business addresses and telephone numbers.  
Indicate mailing preference: ☐ Home ☐ Business

Name _____	Title _____
Organization _____	
Business Address _____	
City _____	State _____ Zip _____
Business Phone (include Area Code) _____	E-Mail _____
Home Address _____	Home Phone (include Area Code) _____
City _____	State _____ Zip _____

### METHOD OF PAYMENT

☐ Check Payable to NBEA  
☐ Visa # \_\_\_\_\_  
☐ MasterCard # \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
Signature required for all credit card charges

### MEMBERSHIP CLASSIFICATION

☐ Professional \_\_\_\_\_ \$70  
☐ Professional/ISBE \_\_\_\_\_ \$100  
 (International Society for Business Education)

Membership dues include a \$20 subscription to Business Education Forum. Subscriptions are not available to nonmembers. NBEA dues are not tax deductible as a charitable contribution for federal income tax purposes, however, they may be deducted as a business expense under other provisions of the Internal Revenue Code.

**Members of NBEA are automatically WBITE members.**





## MARICOPA COMMUNITY COLLEGES FOUNDATION L. L. VIA SCHOLARSHIP

**Award for the 2004-2005 Academic Year  
to cover tuition, textbooks and related educational expenses.**

### Scholarship Criteria

- Applicant must be in a business-related or computer-related program.
- Applicant must be currently enrolled in a minimum of six credit hours at one of the Maricopa Community Colleges and will be continuing enrollment at a Maricopa Community College. Applicant must currently have a minimum 3.0 GPA in college course work.
- Applicant must submit a one-page letter of application, including why the applicant should be considered and a one-page current resume to the L. L. Via Selection Committee.
- Applicant must submit three one-page letters of recommendation one from an instructor/advisor, one from an employer or place of volunteer work, and one from a character reference.
- Applicant must submit a current copy of all college transcript(s), official or unofficial.
- Previous recipients of this scholarship are not eligible.
- The recipient of this scholarship is expected to attend the Arizona Business Education Association Spring Conference Awards Luncheon (guest of ABEA) in May.

### Submission Deadline

**Application, transcript(s), and supporting documents must be received in the  
Maricopa Community Colleges Foundation Office  
no later than 5 p.m., Friday, April 1, 2005**

Award and regret letters will be sent in May 2005

Maricopa Community Colleges Foundation

2411 West 14<sup>th</sup> Street

Tempe, Arizona 85281-6942

(480) 731-8460

[www.dist.maricopa.edu/foundation](http://www.dist.maricopa.edu/foundation)

Donations may be made to the L.L. Via Scholarship Foundation by check or credit card by contacting Alma Padilla at the Maricopa Community College Foundation.

## 2008 WBITE CONFERENCE NEWS

The 2008 WBITE Conference Committee met on November 22 for their first organizational meeting. The committee consists of Kris Sheets, Conference Chair and the following co-chairs: Dr. Jerry Cox, Dr. Janet Gandy, Ms. Liebelt-Garcia and Ms. Deb Moore.

Utilizing a team concept, the co-chairs selected responsibility for the following committees:

<i>Dr. Jerry Cox</i>	<i>Dr. Janet Gandy</i>	<i>Ms. Chris Liebelt-Garcia</i>	<i>Ms. Deb Moore</i>
College Credit	Program/Printing	Program/Speakers	Entertainment
Fund Raising/Raffle/Silent Auction	Transportation	Facilitators	Marketing/Publicity
Exhibits	AV Equipment	Evaluation	Tours/Activities
Finance/Budget	Computer Workshops	Registration	Photographer
Meals	Program/Speakers	Membership	Decorations

Another meeting was held in January, 2005, at which time the co-chairs reported on their selection of Committee Chairs and suggestions for the 2008 Conference Theme.



## Congratulations

*Dominic Salce, Past ABEA President, has been named Arizona's Assistant Principal of the Year by the National Association of Secondary School Principals.*

*He was nominated by the teachers and students from Gilbert High School.*

## CTE Week

**February 13-19, 2005**



## Take a Minute -- Recognize an Outstanding Person

*Each of us knows an outstanding person who supports our CTE programs.*

*The ACTEAZ*

*Awards program is a way for you to recognize this special individual.*

*Visit the ACTEAZ webpage [www.acteaz.org](http://www.acteaz.org) for a list of awards and the criteria.*

*Awards will be presented during the 2005 Arizona CTE Conference in Tucson.*

*Completed nominations are due to the ACTEAZ office by Feb. 15.*



## A Gold Rush of Opportunities

2004—2005		2005		2006	
Jan 19	AZ Bus Ed Adv Council, Phx	Apr 29-30	ABEA Spring Conf, Tempe	Feb 17-20	WBITE Conf, Honolulu
Jan 27	Mid-year Bus Ed Mtg, Phx	May 11	AZ Bus Ed Adv Council, Phx	Apr 12-15	NBEA Conv, New Orleans
Feb 3	FBLA S Reg Conf, Nogales	June	High Performance Bus Tour	2007	
Feb 4	FBLA C Reg Conf, Phx	Jun 24-27	FBLA Natl Conf, Orlando		
Feb 5	ABEA Board Meeting	Jun 29-Jul 2	PBL Natl Conf, Orlando	Feb 15-18	WBITE Conf, Missoula
Feb 11	FBLA N Reg Conf, Kingman	Jul 16-20	ACTE Summer Conf, Tucson	Apr 4-7	NBEA Conv, New York City
Feb 17-20	WBITE Conf, Reno	Oct/Nov	Fall Regional Mtgs, Statewide	2008	
Mar 2	AZ Bus Ed Adv Council, Tempe	Dec 8-11	ACTE Conv, New Orleans		
Mar 23-26	NBEA Convention, Anaheim				
Mar 31-Apr 1	FBLA State Conference, Nogales			May 23-26	WBITE Conf, Scottsdale

Submit articles by February 4  
for the spring issue of the  
**ABEA BULLETIN**  
to Suzanne Crumrine, Editor  
[suzannecv@cableone.net](mailto:suzannecv@cableone.net)

## Program Promotion and Student Recruitment Time

What student recruitment strategies have you found to be most successful? Career fairs? Letters to parents? Lunch with a counselor?

Over the next couple of months high school business instructors will be promoting the benefits of students developing business knowledge and skills. Students, counselors and parents are our markets. We know this recruitment activity is vital to the success of elective business courses.

The Gilbert District publishes a periodic newsletter which features successful CTE students and teachers and distributes the newsletter to all stakeholders.

Remember to contact Dr. Janet Gandy, State Supervisor of Business Education at the Department of Education for Accounting and Business Management & Administrative Services program brochures and posters. Send an e-mail today to order your brochures and posters [jgandy@ade.az.gov](mailto:jgandy@ade.az.gov).

### *Your Membership makes a difference.*

- Dollars for Awards
- Dollars for Scholarships
- Influence Legislation
- Networking
- Professional Publications
- Workshops/conferences

Show your professionalism  
**JOIN TODAY**  
(See the form below)



**ABEA Membership Form** (Mail this form with check to):

Barbara Renner, 1111 East Le Marche Avenue, Phoenix, AZ 85022

[www.azbea.org](http://www.azbea.org)

**Please print legibly:**

Name \_\_\_\_\_  
School \_\_\_\_\_

☐ Jr. High/Middle School   ☐ High School   ☐ Post-Secondary

Check your preferred mailing address ( ☐ school or ☐ home )

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Years in ABEA \_\_\_\_\_

Years of Teaching \_\_\_\_\_ Are you interested in helping with an ABEA Committee? ☐ Yes ☐ No

\*Who recruited you? \_\_\_\_\_

*\*This information is necessary for our Each One Reach One membership campaign  
and will help us RECOGNIZE members during the 2005 ABEA Spring Conference.*